

Everybody Wins! Vermont

Coordinator Job Description 2018: Hartford–White River School

Two site coordinators at the White River School in Hartford are jointly responsible for the daily operation of the Everybody Wins! Vermont Power Lunch program. Power Lunch brings community volunteers together with elementary school children to read together one-on-one weekly at the local elementary school. During Power Lunch sessions, volunteer reading mentors share books and conversation, which increases students' enthusiasm for school and builds foundational literacy skills. The coordinator is responsible for ensuring a high quality program that meets national mentoring standards and Everybody Wins! guidelines, and for making sure reading mentors, students, and school staff have a good Power Lunch experience.

Specifically, working as a team, the two coordinators will:

- Recruit mentors to meet site capacity goals by posting flyers and volunteer ads, visiting workplaces and volunteer centers, speaking with local leaders such as pastors and service club members, tabling at local community meals and meetings, and so on.
- Assist potential mentors in completing the mentoring application either online (preferable) or on paper, as needed.
- Send any print applications to the central office via scan, US mail, or fax as soon as possible and in any event, the same week that they are received.
- Interview new mentors one-on-one as their applications are processed and upload the interview notes to the database record
- Orient new mentors as a group to Everybody Wins! procedures and policies and introduce them to the school environment if they are unfamiliar with it.
- Recruit children in the agreed-upon grade ranges for that site, which may involve speaking with teachers or at a faculty meeting, sending information home with children or in a newsletter, or talking with a classroom of children or individual children.
- Help children fill out self-nomination forms as necessary.
- Assure a balanced group of children in terms of age, gender, background, social/emotional needs, personalities, and reading levels. Ideally the Everybody Wins! group should reflect the make-up of the school. When possible, provide mentors for all children who want them in a given age range.
- Maintain a waiting list of mentees so that there is a choice of mentees in order to match each mentor with a child they will enjoy spending time with.
- Match mentors with mentees, taking into account their interests, preferences, personalities, and skills.
- Greet mentors and mentees each week and offer assistance and support when needed
- Monitor reading sessions to support children and mentors, meet program standards, and ensure smooth program operation

- Notify students, teachers, and mentors of cancellations, absences, or schedule changes
- Ensure that the reading spaces and book cart are left clean and orderly at the end of each session
- Maintain records in the Vermont Mentoring Database and elsewhere as needed; send in site reports and timesheets and update attendance weekly.
- Conduct a literacy event and an end-of-year celebration annually, inviting parents to both, and work with central office staff to provide gift books twice yearly to each student.

Qualifications:

- Communicates well in person, on the telephone, and via email
- Experience working with children and adults
- Organized and computer literate
- Enthusiastic about children's books and the Power Lunch program
- Familiar with the school and/or community

Hours:

- 22 hours are allotted weekly for this position at the White River School in Hartford. Hours may vary from week to week.
- 30 weeks per year to allow a minimum of 25 reading weeks for pairs.
- About 15-20 hours total over the summer to support the Summer Pen Pal program and mentor recruitment for the fall.
- Everybody Wins! sites start reading the first week of October, and end reading the first week of May.
- At school: each reading day from about 10:00 am to 2:00 pm, depending on the schedule worked out mutually with the other coordinator
- At home: administrative hours may be worked at school or away from school depending on the coordinator's preference.
- 3 mandatory site coordinator meetings per year, typically held from 9 am to 3 pm in Montpelier, in August, December, and May, and 1 mandatory regional site coordinator meeting held in March in each region.